

# ASSIGNMENT 6

Textbook Assignment: "Procurement" (continued), chapter 5, pages 5-21 through 5-31, and "Receipts and Expenditures," chapter 6, pages 6-1 through 6-22.

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| <p>6-1. What federal supply schedule pertains to a shore-based activity?</p> <ol style="list-style-type: none"><li>1. BPA</li><li>2. GSA</li><li>3. Imprest fund</li><li>4. NAVSUP P-485</li></ol> <p>6-2. To exceed contracting authority, you should get approval from what official or activity?</p> <ol style="list-style-type: none"><li>1. Commanding officer</li><li>2. Detachment</li><li>3. TYCOM</li><li>4. NSC</li></ol> <p>6-3. When establishing open purchase command controls, you should use at least how many persons?</p> <ol style="list-style-type: none"><li>1. Five</li><li>2. Six</li><li>3. Three</li><li>4. Four</li></ol> <p>6-4. What form is used aboard ship to purchase non-NSN material?</p> <ol style="list-style-type: none"><li>1. NAVSUP Form 1250-2</li><li>2. DD Form 1348-6</li><li>3. Both 1 and 2 above</li><li>4. DD Form 1348</li></ol> <p>6-5. Who ensures that prices are fair and reasonable?</p> <ol style="list-style-type: none"><li>1. End user</li><li>2. Executive officer</li><li>3. Disbursing officer</li><li>4. Purchasing storekeeper</li></ol> <p>6-6. At least how many bids are solicited for a purchase of over \$2,500?</p> <ol style="list-style-type: none"><li>1. One</li><li>2. Two</li><li>3. Three</li><li>4. Four</li></ol> | <p>6-7. To purchase material over \$2,500 from a single source, what must you obtain from the requesting department to authorize the purchase?</p> <ol style="list-style-type: none"><li>1. A memorandum</li><li>2. Sole source letter</li><li>3. Verbal authorization</li><li>4. Department head's approval</li></ol> <p>6-8. All BPA agreements are issued as what type of signature document?</p> <ol style="list-style-type: none"><li>1. Single-party</li><li>2. Two-party</li><li>3. Multiple-party</li><li>4. No-Party</li></ol> <p>6-9. What officer authorizes other activities to use your BPA?</p> <ol style="list-style-type: none"><li>1. Administrative</li><li>2. Commanding</li><li>3. Executive</li><li>4. Supply</li></ol> <p>6-10. A contracting officer is authorized by what NAVSUP instruction?</p> <ol style="list-style-type: none"><li>1. 4200.8 1</li><li>2. 4200.82</li><li>3. 4200.84</li><li>4. 4200.85</li></ol> <p>6-11. What procedure is designed to encourage a quicker delivery to the government?</p> <ol style="list-style-type: none"><li>1. Blanket purchase agreement</li><li>2. Imprest fund</li><li>3. Open purchase</li><li>4. Fast payment</li></ol> <p>6-12. To receive payment for material delivered to the government, a contractor should submit an invoice to what activity?</p> <ol style="list-style-type: none"><li>1. FAADC</li><li>2. Disbursing</li><li>3. Supply</li><li>4. Material</li></ol> |
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- 6-13. What form should you use for fast pay procedures?
1. DD Form 1249
  2. DD Form 1155
  3. NAVSUP Form 1250-2
  4. NAVSUP Form 1250-1
- 6-14. What account is known as a miniature revolving fund?
1. Fast payment
  2. Revolving
  3. Imprest
  4. Stock
- 6-15. What activity or official authorizes ships in writing to establish an imprest fund?
1. TYCOM
  2. NAVSUP
  3. Supply officer
  4. Commanding officer
- 6-16. The supply department designates what person as the imprest fund cashier?
1. Disbursing officer
  2. Disbursing Clerk
  3. Boatswain's Mate
  4. Mess Management Specialist
- 6-17. You should use the imprest fund to purchase supplies or services for which of the following reasons?
1. To pay public utility bills
  2. To purchase foreign items
  3. To purchase supply or service requirement not satisfied by the shore activity
  4. To cash checks
- 6-18. What form is used as an interim receipt?
1. DD Form 1348-6
  2. NAVCOMPT Form 442
  3. NAVSUP Form 1250-2
  4. Standard Form 1165
- 6-19. What officer certifies all receipts of the imprest fund?
1. Supply
  2. Disbursing
  3. Commanding
  4. Administrative
- 6-20. Unannounced inspections are held on imprest fund cashiers at least how often?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Annually
- 6-21. What form is prepared on an as-required basis to replenish the imprest fund?
1. DD Form 1149
  2. DD Form 1155
  3. Standard Form 1129
  4. Standard Form 1165
- 6-22. After you have replenished your cash, what do you do with the refund received from a vendor?
1. Retain in your fund
  2. Return it to vendor
  3. Give it to disbursing
  4. Apply it to the next purchase from that vendor
- 6-23. You should retain all paid copies of Standard Form 1129 in the safe for at least how many months?
1. 6
  2. 12
  3. 18
  4. 36
- 6-24. Procedures for canceling or withdrawing from a purchase contract are listed in what instruction?
1. NAVSUPINST 4200.85
  2. NAVSUPINST 4200.83
  3. NAVSUPINST 4200.82
  4. NAVSUPINST 4200.81
- 6-25. On an afloat command, the supply officer will sign the original order upon completion of services. What office should the original be submitted to for payment?
1. Nearest NSC
  2. Disbursing office
  3. NAVSUP Washington, DC
  4. Nearest FAADC, Norfolk
- 6-26. Within how many days should you distribute the purchase document that was confirmed by the supply officer?
1. 10
  2. 15
  3. 20
  4. 25

- 6-27. Who has the responsibility for receiving incoming general stores material?
1. Duty SK
  2. Assistant supply officer
  3. Leading SK in charge of storerooms
  4. SK in charge of the appropriate storeroom
- 6-28. What person or department has overall responsibility for all material receipts?
1. Engineering department
  2. Office Storekeeper
  3. GSK Storekeeper
  4. Supply officer
- 6-29. The scheduling of shipboard receipts between the shipping activities, inport routine, and the operating schedule is done by which of the following personnel?
1. CO and XO
  2. Department heads
  3. Supply support center personnel
  4. Supply officer and senior SKs
- 6-30. If conflicting delivery schedules occur between the ship and the supply activity, what officer is responsible for making other arrangements?
1. Supply
  2. Executive
  3. Commanding
  4. Officer in charge of the supply activity
- 6-31. Ships may replenish from which of the following sources when deployed?
1. CLF (INREP)
  2. CLF (UNREP) or (VERTREP)
  3. United States military installations
  4. All of the above
- 6-32. During an UNREP, when should a detailed count be made of the stores being received?
1. At net load drop point
  2. At a location as close to the drop point
  3. At net loading point on the transferring ship
  4. At the last convenient point before actual entry into a storeroom
- 6-33. What form is used for delivery of material procured under government contract?
1. DD Form 250
  2. DD Form 1129
  3. NAVSUP Form 1314
  4. NAVSUP Form 1250-2
- 6-34. An SK should indicate the total amount of material received in what block of the DD Form 250?
1. 15
  2. 16
  3. 17
  4. 21
- 6-35. When the inspection and acceptance of material are at origin, what block is completed on DD Form 250?
1. 21A
  2. 21B
  3. 22
  4. 23
- 6-36. After accepting material at your ship, to what activity or official do you submit the completed DD Form 250 for payment?
1. Disbursing office
  2. Paying office
  3. FAADC
  4. TYCOM
- 6-37. What copy of the NAVSUP Form 1250-1 is returned to you for receipt of material issued from a tender?
1. Hardback
  2. Yellow
  3. White
  4. Pink
- 6-38. Normally, what type of material or services may NOT be ordered on a DD Form 1149?
1. SERVMART purchase
  2. Bulk lubricant
  3. Presentation silver
  4. Ship's propulsion fuel
- 6-39. Normally, which of the following forms is used by shore activities to order material requested by ships?
1. NAVSUP Form 48
  2. NAVSUP Form 44
  3. DD Form 1155
  4. DD Form 1149
- 6-40. When data blocks 13 and 14 on a DD Form 1155 indicate that the material and invoices are sent to a shore activity instead of your ship, what type of shipment is this?
1. Direct
  2. Indirect
  3. Fast pay
  4. Government bill of lading

- 6-41. What document serves as a transportation contract between a commercial carrier and the government?
1. DDForm 1155
  2. OPNAV Form 4790
  3. NAVSUP Form 1250-2
  4. Standard Form 1103
- 6-42. After receipt of material, you should request the dealer's invoice within at least how many days?
1. 10
  2. 20
  3. 30
  4. 40
- 6-43. After you fill out a dummy receipt on material received, the original paper work shows up. What should you do with the original document?
1. Discard the original receipt
  2. File the original receipt with the dummy receipt
  3. Discard the dummy receipt
  4. File the original receipt separately
- 6-44. You receive shipboard material and the receipt document has the UIC of the stock point in the supplementary address. What is the reason for this action?
1. Credit for the stock point
  2. Show who shipped the material
  3. Debit for the stock point
  4. Typographical error
- 6-45. In what block do you enter the new location on the DD Form 1348-1 when the supplementary address cannot be used?
1. EE
  2. D
  3. 1 0
  4. 9
- 6-46. Before arrival at the ship's next designated port of call, the senior SK should carefully review which of the following files?
1. Outstanding shipping papers
  2. Incoming material papers
  3. Both 1 and 2 above
  4. Advanced copies of procurement and shipment directives
- 6-47. To facilitate storage when a large quantity of incoming stores has been received and stacked on deck, the stores should be sorted according to
1. the order in which they will be used
  2. the size and type of container
  3. the requisition number
  4. their destination
- 6-48. Stores are accepted as invoiced without further examination when
1. received from other government departments
  2. a vessel in a U.S. port receives stores from a commercial source
  3. supplies are received from another supply officer
  4. blanket purchase orders are made
- 6-49. Normally, general stores received aboard a naval vessel from NSC, Norfolk, should be inspected for
1. quantity only
  2. quality only
  3. quantity and quality
  4. proper packaging
- 6-50. The supply officer afloat inspects material received directly from a commercial supplier for
1. quantity only
  2. quantity and quality
  3. deterioration or breakage only
  4. quantity and quality if there has been any deterioration or breakage
- 6-51. What person can direct you to accept material with minor defects?
1. Your C.O.
  2. Leading SK
  3. Supply officer
  4. Engineering supply PO
- 6-52. What program emphasizes to Navy contractors that the Navy is concerned about spare parts prices?
1. BOSS
  2. SAVE
  3. Open purchase
  4. Fraud, waste, and abuse
- 6-53. What activity initiates full screen reviews for the Navy?
1. NAVSUP
  2. GSA
  3. ICP
  4. NSC

- 6-54. What activity operates the Navy price hotline?
1. NAVSUP
  2. FMSO
  3. SPCC
  4. CNO
- 6-55. What type of analysis gives Navy buyers the information they need to negotiate reasonable prices?
1. SAVE
  2. Should -cost
  3. Price -fighter
  4. Navy price hotline
- 6-56. What is the most important factor affecting the Navy's ability to break out and complete spares?
1. Pricing
  2. Usage
  3. Both 1 and 2 above
  4. Technical data
- 6-57. What action should you take when the ship is designated on the purchase document to receive the invoices for payment?
1. Pay the invoices, less any discount
  2. Forward the invoices to the paying office after receipt inspection and acceptance
  3. Forward the invoices to the originating Navy supply center for action, after receipt, inspection, and acceptance
  4. Take no action other than using the invoices for your material receipt files
- 6-58. Which of the following actions should you take to avoid duplicate payments of dealers' invoices?
1. Process the dealers' invoices for payment when invoices are mailed to an NSC
  2. Process the dealers' invoices for payment, only if the material has been accepted
  3. Process the dealers' invoices for payment, using only retained copies of invoices
  4. Process the dealers' invoices before material is received
- 6-59. A dealer's invoice not subject to discount is forwarded to the FAADC within how many days after acceptance of the material?
1. 5
  2. 10
  3. 15
  4. 20
- 6-60. Your ship receives an item accompanied by a dealer's invoice. The invoice shows a discount will be granted if the invoice is paid by 15 September 1998. The item is received on 16 September 1998. What action should you take?
1. Forward the invoice for payment
  2. Make the payment using the ship's disbursing function
  3. Indicate the receipt date on the invoice and extend the discount period for a time equal to the discount period originally granted
  4. Attach a discount label, NAVCOMPT Form 442, to the invoice and forward the invoice for payment
- 6-61. When an invoice is received from a vendor in Illinois, what number of copies are attached to the original to be sent in for payment?
1. One
  2. Two
  3. Three
  4. Four
- 6-62. Your ship is visiting Toulon, France. When the dealer's invoice is received, what action is taken to pay the invoice?
1. Forward invoice with discount label to the nearest FAADC for payment
  2. Forward invoice with discount label to NFC, Cleveland, for payment
  3. Pay the invoice using ship's disbursing
  4. Forward invoice with discount label to the U.S. Embassy, Paris, France
- 6-63. When your ship departs a Canadian port and a dealer's invoice is received from that port, what manual or instruction is used to process the invoice?
1. NAVSUP P-485
  2. NAVSUPINST 4200
  3. NAVSO Manual, volume 8
  4. NAVCOMPT Manual, chap 4
- 6-64. Which of the following activities acts as the payment office for purchase orders issued by, Pacific Fleet units?
1. NSC San Diego, CA
  2. FAADCPAC San Diego, CA
  3. NSC Oakland, CA
  4. NSC Bremerton, WA

- 6-65. At what specific time intervals are dealers' invoices for BPA purchases usually prepared and submitted to the ship?
1. Annually using terms and instructions in the BPA
  2. Periodically using the instructions and terms provided in the BPA
  3. Annually using instructions received from the ship's supply support activity
  4. Periodically as directed by the ship's supply support activity
- 6-66. If a dealer's invoice for BPA purchases has erroneous charges, what action should be taken by the ship?
1. Return to the vendor within 15 days with a cover letter for correction and resubmission
  2. The invoice is sent to the ship's supply support activity for corrective action
  3. The invoice should be corrected by the ship and forwarded for payment
  4. The BPA is canceled
- 6-67. After forwarding an invoice for payment, the retained copy is filed in what manner?
1. Placed in an open purchase file
  2. Filed with NAVSUP Form 1250-2
  3. Given to the receiving department
  4. Filed with DD Form 1348
- 6-68. When a department fills out a NAVSUP Form 1250-1) which of the following blocks should be filled in for consumable material?
1. APL
  2. EIC
  3. JSN
  4. WC
- 6-69. When you receive material without any paper work, you fill out a DD Form 1348-1 dummy receipt. Where do you get the information to fill out the dummy?
1. The OPTAR Log
  2. The material
  3. The original requisition
  4. The latest status card
- 6-70. When filling out a NORS requisition, what code is entered in block 7 of a DD Form 1348?
1. S
  2. T
  3. 3
  4. W
- 6-71. In what publication or instruction do you find the project codes for a NORS requisition?
1. NAVSUP P-485
  2. NAVSO P-3013
  3. OPNAVINST 3120
  4. TYCOM instruction
- 6-72. What data is different between an ANORS and a NORS requisition?
1. Priority
  2. M&S code
  3. Project code
  4. Required delivery date